MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION
EXAMINATION, MUMBAI - 51

1	Name of Syllabus	C.C. IN COMPUTER TYPING MARATHI (408105)					
2	Max. Nos. of Student	25 Students					
3	Duration	6 months					
4	Type	Part Time					
5	Nos. Of Days / Week	6 hours					
6	Nos. Of Hours / Days	4 hours					
7	Space Required	1) Workshop = 200 sq. feet 2) Class Room = 200 sq. feet TOTAL = 400 sq. feet					
8	Entry Qualification	8th Pass					
9	Objective Of Syllabus/ introduction	To impart skill to student					
10	Employment Opportunity	He can get job in various establishments					
11	Teacher's Qualification	Diploma or Certificate holder in concern subject					

Training System

Training System Per Week

Theory	Practical	Total
6 hrs	18 hrs	24 hrs

Exam System

Sr. No	Paper Code	Name of Subject	TH/PR	Hour	Max Mark	Min Mark
1	40810511	Theory of Computer	TH-I	3 Hr	100	35
2	40810521	Practice on Computer Typing Speed (30 W.P.M.)	PR -I	3 Hr	100	50
3	40810522	Application of Computer Typing Speed (40 W.P.M.)	PR- II	6 Hr	200	100
		TOTAL			400	185

SYLLABUS : - C.C. IN COMPUTER TYPING MARATHI

Theory - I - Theory of Computer

Sr. No.	CHAPTER	
1	**Computer Fundamentals** संगणकाची मुलभुत ओळख	INTRODUCTION • History and Generations of Computer • Turning a computer system on and off • Identification of Different parts of a Computer System • Advantage and disadvantage of Computer • Block Diagram of a Computer • Description of Different parts of a Computer
2	**Windows Operating System** ऑपरेटिंग सिस्टम	• Identifying different Desktop Icons. My Computer, My Documents • Changing Desktop Backgrounds, Mouse Pointer, Screen Saver • Notepad , WordPad, MS Paint
3	**MS Office**	INTRODUCTION
4	**MS Word**	• Document formatting options • Tables, Bullets and Numbering • Font, Alignment, paragraph formatting • Insert Picture, Clipart, Shapes, WordArt • Header & Footer, Text Box • Page Layout, Mail Merge
5	**MS Excel**	• Cell Formatting Options • Formulas and Functions • Charts • Sort, Filter, What if Analysis, Grouping • Subtotal
6	**Internet and Email**	• Microsoft Word & Letter writing practice • Internet Browsing • Email ID creation • Sending letters by email • Web Browsing software's, Search Engines; Understanding URL; Domain name; Using e-governance website • Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes

Computer Typing Skills

	Practical - I Practice on Computer Typing Speed (30 W.P.M.)	
7	**Application of Typing (30 W.P.M.)** **वेग सराव 30 प्रति. मिनीट**	• Keyboard Awareness किबोर्ड ची माहिती • Lesson Practice पाठ सराव • Blind Touch Method न बघता टाईप करण्याची पद्धत • Accuracy development अचुक टाईप करणे • Shift key operation शिफ्टकी प्रकार • Words and sentences, practice of paragraphs शब्द व ओळींचा सराव • Speed Practice at the rate of 20 w.p.m. वेग सराव 20 प्रति. मिनीट • Speed Practice at the rate of 30 w.p.m. वेग सराव 30 प्रति. मिनीट • Typing of Business Letter व्यवसाय पत्र तयार करणे • Typing of Balance sheet on different sheets ताळेबंद तयार करणे

	Practical - II **Application of Typing Speed (40 W.P.M.)**	
8	**Application of Typing** **(40 W.P.M.)** वेग सराव 40 प्रति. मिनीट	• Speed practice @ 40 w.p.m वेग सराव 40 प्रति. मिनीट • Typing of Invoice चलन तयार करणे • Typing of Memorandum निवेदन तयार करणे • Typing of Government Order शासकीय आदेश तयार करणे • Typing of Official letter कार्यालयीन पत्र तयार करणे • Typing of Tender Notice निवीदा सुचना तयार करणे • Definition and Importance of Computer Different Sizes and makes of Computer संगणकाची परीभाशा व महत्व

LIST OF TOOLS & EQUIPMENT
1 Computer   -- 06 NOS
2 Printer   -- 01 NOS
Consumables
Stationery like white paper, Pen Drive, DVD etc
REFERENCE BOOKS
1. Computer Fundamental Book.

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